DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-158

Page 1 of 5

Agency

City of Frederick - Department of Public Works

Division/Unit Street Division

item No	Description	Retention
	General records for all DPW departments - first three pa	nges
1	Bids and submittals	Retain for 3 years after bid is granted, then destroy
2	Budget information	Retain for 3 years then destroy.
3	Calendars	Retain for 3 years, then destroy
4	Capital improvement project	Retain until project is complete, plus 3 years and until all audit requirements have been met, then destroy.
5	Check requests/requisitions	Retain for 1 year, then destroy.
6	Complaints (except for Water/Sewer – Lights) – see pag	Retain until complaint is resolved, plus 3 years, then destroy.
7	Contract/agreements	Retain for contract/agreement life, plus 4 years, then destroy.
8	Correspondence Equipment/Materials	Retain life of ownership of equipment, plus 4 years if contract or agreement is contained in file, then destroy.
9	Job Descriptions	Retain until updated or superceded, then destroy.
Approved	by Department, Agency or Division Representative Sci	hedule Authorized by State Archivist
Date	December 6, 2001 Da	te JAN 0 8 2002
Signature	Eva Slingson Sig	natural C. Paperfore
Гуре Nan		
Title	DPW Adminstrative Assistant	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-158

Page 2 of 5

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Item No	Description	Retention
10	Job Interviews	Retain for 1 year not hired for jobs of a permanent nature, then destroy. Retain for 90 days for a job of a temporary nature, then destroy. Retain for 2 years for a job involving Federal contracts, then destroy.
11	Job Reports (for billing)	Retain for 2 years, then destroy.
12	Manuals including Procedures, Accruals, Personnel Policies and Procedures, Operations, Safety	Retain until updated or superseded, then destroy.
	Minutes	Original committee minutes – screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. Retain copies for five years, then destroy.
14	MSDS	Retain for 40 years after discontinued use of the specific chemical, then destroy.
15	Payroll	Retain for 3 years, then destroy.
16	Personnel	Transfer originals to Department Administrative Support until employee terminates, then transfer file immediately to Department Administrative Support who will forward to the Human Resources Department.
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-158

Page 3 of 5

Item No	Description	Retention
17	Projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
18	Purchase orders	Retain for 1 year, then destroy.
19	Reference manuals	Retain until updated or superseded, then destroy.
	Special events	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
21	Telephone use report	Retain for 1 year, then destroy.
22	Timesheets	Retain for 3 years, then destroy
23	Vehicle information	Retain life of ownership of vehicle, then destroy. Transferred vehicle – transfer file to new department.
24	Work orders (except for Water & Sewer) – see page 4	Retain until work is completed, plus 1 year, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-158

Page 4 of 5

Item No	Description	Retention
25	BNR Feasibility Study/Records – Correspondence	Retain life of grant plus 5 years and until all audit requirements have been met, then destroy
26	Complaint Forms	Retain 30 years after initial complaint, then destroy
27	Work orders	Retain for 30 years, then destroy
28	General Issues, Correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
29	Equipment and Vehicles Files	Retain life of equipment and vehicle, then destroy
30	Personnel files	Retain until terminated, then forward to Administrative Support, then forward to HR
31	Budget	Retain for 3 years, then destroy
32	Job Reports	Retain 2 years, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-158

(CONTINUATION SHEET)		Page 5 of 5
Item No.	Description	Retention
33	Reference books, Vendor information	Retain until updated or superseded, then destroy
34	Miss Utility requests	Retain 1 year, then destroy
35	Snow files	Retain most recent 3 versions, then destroy
36	Department and Division projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
37	Committee Minutes and Notes, copies	Retain copies for 15 years, then destroy
38	DPW Committee Minutes	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

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for each new or revi	sed record series.	<u>Public Wo</u>		_		
		<u>Water & Se</u>	wer Divis	ion		
		Frederick, Ma	ryland 21701			·
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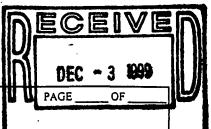
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nstructions - Type or print a separate form or each new or revised record series.	Department of Public Works	PAGEOF
	Street Division	• - A
	Frederick, Maryland 21701	*.
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Foreman	Stre	et Division
	group of related records normally filed	and used as a unit for reference as
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Instructions - Type or print a separate form	Department of		PAGE	OF	
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1. Position	2. Divis				_
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Instructions - Type or print a separate form for each new or revised record series.

Department of
Public Works

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		Frederick, Mar	ryland 21701	·		
1. Position		2. Di	vision			
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19. Name and T	itle of Preparer	20. Telephone	Number		21. Date	
Glenda	Bussard	301-694	-1173		12	1/1/99

RECORDS INVENTORY

		RECORDS INV			nece .	IVE -
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		Street Div	1510n			
	•	Frederick, Mar	yland 21701			·,
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20. Telephone Number

301-694-1172

19. Name and Title of Preparer

Division Chief

Andrew McGilvray

21. Date

Dec. 2, 1999

Instructions - Type o	r print a separate form	Department	of		PAGE_	OF
for each new or revis	sed record series.	<u> Public Wo</u>		-		
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1. Position		2. I	Division			***************************************
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Glenda	Bussard	301-694	4-1173		12,	/1/99
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Instructions - Type or for each new or revis	print a separate form	Department of Public Works		PAGE_	OF
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	%	Frederick, Maryla	nd 21701	***	•.
1. Position		2. Divis	ion		
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19. Name and T	itle of Preparer	20. Telephone No		21. Date	
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Instructions - Type or print a s	•	Department of		PAGE	OF	
for each new or revised record	1 series	Public Works				
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1. Position		2. Divisi	on			
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4. Record Series Title					ear/Latest	Year
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Andrew McGilvray 301-694-1172 Dec. 2, 1999	19. Name and T	itle of Preparer	20. Telephone	Number		21. Date	
Division Chief	Andrew	McGilvray	301-69	4-1172		Dec	2, 1999
Division Chief 10/5/00	Divisio	n Chief				10/5	100

Instructions - Type or print a separate form	Department of		PAGEC)F
for each new or revised record series.	Public Work	ζ <u>s</u>	_	1
	Street Divi	ision	·	j
	Frederick, Maryl	land 21701		
1. Position	2. Divi	sion		
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(If yes, explain briefly and describe any ☐ Yes /□XNO	hardware/software)	document the ori accomplishments	gin, development and s of the department. Transf	er
19. Name and Title of Preparer	20. Telephone N		e MD State Archives	-
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